

**WARREN COUNTY  
EMPLOYMENT & TRAINING ADMINISTRATION**

Chris A. Hunsinger  
Director

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**Notice of Vacancy  
Employment and Training Counselor**

Full time position with benefits. Starting salary \$33,367 (Grade 9).

Entry level position in the field of vocational guidance in the local Employment and Training Agency. The duties involve assisting Employment and Training participants in formulating and modifying employability plans which may involve remedial education, work experience, specialized skill training, and related supportive services. The Employment and Training Counselor is called upon to exercise sound professional judgment in formulating and carrying out plans to meet individual vocational problems faced by participants. Work is performed under the general supervision of the Senior Counselor and/or Director.

Typical work activities include: Interviews clients to gather and evaluate information related to prior work experience, education, specific skills, physical, personal, and social background to aid in formulating employability or training plans; Formulates employability plans for participants of the program; Aids Clients in obtaining support services as needed; Provides information to clients regarding job opportunities, training, or apprentice programs and vocational education. Specific duties include career counseling, preparing materials and managing workshops.

Minimum qualifications include either:

- a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in social science, human services or resources, or other area of study structured to prepare individuals in the field of counseling; or
- b) Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university with at least 12 credit hours in any of the areas described in (a) above, and two years of full-time experience as a Counselor, Caseworker, Employment Interviewer, or other related position with similar duties and responsibilities; or
- c) Graduation from high school or possession of a high school equivalency diploma and four years of full-time experience as defined in (b); or
- d) Six years of full-time experience in the areas defined in (b); or
- e) An equivalent combination of training and experience as defined by the limits of (a) through (b).

Position will be filled based on Civil Service requirements. A provisional appointment will be made with examination to be held at a later date. Candidate must meet civil service requirements for appointment following establishment of eligible list. Warren County residency is required to sit for the exam.

Applications/resumes should be forwarded to Warren County Employment and Training and will be accepted until July 8, 2016.

Applications may be obtained from [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice).